

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

30TH SPACE WING INSTRUCTION 31-107

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Security

INSTALLATION PET CONTROL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 31-1, Integrated Defense and establishes the installation pet control procedures on Vandenberg Air Force Base (VAFB), and applies to all pet owners bringing pets on the installation. It outlines policies and procedures on the various types of pets allowed on base, refers residents of privatized housing to Balfour Beatty Communities regarding housing pet policy and the number of pets authorized per household, registration and vaccination requirements, the impoundment of loose pets, pet removal, animal bites, the adopt-a-pet program, and the spay and neuter program. This instruction requires the completion of 30 SW Form 313, **Animal Impoundment/Release Record**, to effect the release of animals. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this publication are: Title 5, U.S.C. 301; Title 10, U.S.C. 8013; and Title 44, U.S.C. 3101. Forms affected by the Privacy Act have an appropriate privacy act statement or one will be provided upon request. The applicable SORN(s) F031 AF SF B and F031 AF SF C are available at: <http://dpcl.o.defense.gov/privacy/SORNs.aspx>. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 33-360, Volume 2, **Forms Management Program**, affects this publication. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

Includes information for Balfour Beatty Residents, restricts all reptiles, prohibits the breeding of animals in privatized housing, refers privatized housing residents to contact Balfour Beatty for guidance on pet policy and updates vaccination policy.

1. Responsibilities.

1.1. Pet owners will obey all rules in this instruction. Repeat offenders may have their pets permanently removed from the base and may be subject to other repercussions as outlined by Balfour Beatty Communities in their lease agreement if living in privatized housing.

1.2. Security Forces will enforce this instruction and are responsible for picking up stray animals.

1.2.1. Balfour Beatty or the Air Force Housing Office is responsible for enforcing Balfour Beatty Privatized Housing Policy.

1.3. All pet owners are encouraged to obtain additional liability insurance in the event their animal bites another person or animal.

1.4. Residents of Privatized housing must consult Balfour Beatty Communities regarding appropriate pet policy for the housing area. Although many of the installation pet-policies are similar there are often cases where Balfour Beatty Communities requirements are more stringent than the overall base policy. Residents are responsible for ensuring they are in compliance with the terms of their lease agreement. Additional Balfour Beatty Community guidance regarding pets and contact information for their office can be found at the following website: www.vandenbergfamilyhomes.com or by telephone at (805) 734-1445.

2. Limitations.

2.1. The following domestic pets are permitted on base:

2.1.1. Dogs.

2.1.2. Cats.

2.1.3. Birds.

2.1.4. Fish.

2.1.5. Common caged pets (guinea pigs, hamsters).

2.1.6. Privatized Housing residents should consult their lease agreement, resident guide and other applicable Balfour Beatty Community guidance to determine pets authorized within privatized housing.

2.1.7. Animals trained for use by individuals with handicaps are not considered pets. These animals are permitted. All required supporting documentation and a current picture are required by Balfour Beatty Communities in these cases.

2.2. Prohibited Animals.

2.2.1. Animal banned by state and federal law, which include ferrets.

2.2.2. Wild, exotic, or undomesticated animals such as but not limited to: forest/jungle beasts, potbellied pigs, raccoons, opossums, skunks, groundhogs, bats, squirrels,

reptiles/snakes, rodents (except guinea pigs and hamsters), wolves, wild carnivores and any other species of animal or wildlife not usually considered to be domestic. All applicants to privatized housing must supply photos and information on the quantity, type and breed of their pets as part of the application package for approval by BBC.

2.2.3. Hoofed/Farm animals, except when kept in a designated base areas and which qualify as riding, draft, or show animals. Keep hoofed animals (horses, donkeys, etc.) at the Vandenberg Saddle Club stables with the permission of the club custodian.

2.2.4. The following breeds of dogs: Akita, Chow, Doberman, Pit Bull, Rottweiler, American Staffordshire Terriers, English Staffordshire Bull Terriers, wolf hybrids or any other breed with dominant traits geared toward aggression. Any dog which is a percentage of Pit Bull or Rottweiler, up to half-breed dogs of these types is also prohibited. The inbred aggressive nature of this breed creates a safety hazard. Owners of the prohibited dog breeds residing off base will be allowed access to the base veterinarian clinic.

2.2.4.1. Reports of unauthorized breeds of dogs on base will be investigated by Security Forces. If it is determined that it is unauthorized the owner of the animal will be issued a Pet Control Incident Letter, which could result in the removal of the animal from base jurisdiction.

2.2.4.2. Reports of unauthorized animals within Privatized Housing will be referred to the Balfour Beatty Communities Community Manager who will determine the appropriate course of action in accordance with the provisions of the resident's lease.

2.2.4.3. Personnel with handicapped assistance/therapy dogs which are one of the breed listed above must have documents stating they are therapy dogs and must remain muzzled while in public areas. If the member is a resident of privatized housing they must obtain a valid exception approved by Balfour Beatty Communities in writing and these breeds must be muzzled when they are outside the home.

2.3. No more than two pets (excluding birds, fish, hamsters and guinea pigs) are permitted in any household. In addition, Balfour Beatty Communities must approve all pets via the pet addendum to the tenant lease and all required documents are to be on file with them prior to housing any pet within the leased premises. Exceptions must be approved in writing by Balfour Beatty Communities (602 Juniper Street, Vandenberg AFB CA 93437-6261; Phone 805-734-1445). **NOTE:** Breeding of animals in privatized housing is prohibited and no "visiting" pets are permitted without Balfour Beatty Management approval.

3. Control of Pets.

3.1. Pet owners and custodians will keep their pets from:

3.1.1. Biting or scratching any person or another pet.

3.1.2. Creating a public nuisance or disturbance.

3.1.3. Destroying property.

3.1.4. Current or prospective residents of privatized housing must refer to Balfour Beatty Communities guidance regarding the current pet policies regarding the proper control of pets.

3.2. Pets will be controlled by:

3.2.1. A suitable leash or harness

3.2.2. Keeping them in a residence.

3.2.3. An enclosed yard.

3.2.4. Keeping them in a vehicle for temporary restraint. **NOTE:** Do not leave pets in unattended (parked) vehicles.

3.2.5. Kennels or cages.

3.2.6. All pet food should be stored inside a storage area where wildlife cannot gain access.

4. Procedures.

4.1. Immunizations. Vaccinate all cats and dogs against rabies with a vaccine listed in the Rabies Compendium as having a three-year duration of immunity. Vaccinate cats at four months of age and every year thereafter. Vaccinate dogs at four months of age, one year later and every three years thereafter.

4.2. Licensing and Display of Vaccination Tags. Once vaccinated, the veterinarian office provides each pet owner with a certificate of vaccination and metal license tag. Attach the license tag to a collar and display around the pet's neck at all times. All dogs and cats should have a microchip and the information on the chip updated for their current residence. Owners will register all cats and dogs with the US Army Veterinary Treatment Facility (30 MDG/SGV, Bldg. 10314, Community Loop, Vandenberg AFB, CA, 93437-6007) on base within 30 days of the pet's arrival. Residents of privatized housing must comply with Balfour Beatty Communities current policy regarding registration (within 10 days of arrival or after taking ownership of the animal). This must be done regardless of where the pet was vaccinated.

4.3. Impounding of Pets. A pet found running loose is evidence that the pet owner or custodian is not properly controlling their pet. The Security Forces will impound all loose pets and complete a 30 SW Form 313, Animal Impoundment/Release Record.

4.3.1. If a captured pet has a collar with proper license tags, the on duty Security Forces will attempt to check the tags and scan for a micro-chip to identify/notify the owner. Pets without tags/micro-chips or if owner is not immediately available to assume control, will be transported to the VAFB Stray Animal Facility. S5PS will be notified of all animals placed in the stray animal facility.

4.3.2. All stray animals picked up will be held at the VAFB Stray Animal Facility (Bldg. 11478 located just off Utah Avenue on Wagon Wheel Road) for 5 duty days.

4.3.3. If an owner cannot be contacted or identified after the 5 day holding period the animal will be transported to the Santa Barbara County Animal Shelter (SBCAS), 1501 W Central Avenue, Lompoc, California, or other certified animal shelter. The SBCAS will receipt for animals via 30 SW Form 313, **Animal Impoundment/Release Record**.

- 4.3.3.1. The animal shelter will hold the animals for the specified time period established by the state of California or until such time the animals are adopted, redeemed or euthanized.
- 4.3.3.2. Owners of pets that have been transported to an animal shelter will abide by the laws of the county and pay any and all fines required by the county.
- 4.4. Failure to Control Pet violations. When a pet is claimed on base, its owner will pay an impoundment fee of \$20.00 for the first day (overnight) and \$.50 for each following day.
- 4.4.1. When owners claim pets, they will be issued a failure to control pet letter and sign the 30 SW Form 313 acknowledging they will pay the impoundment fee within 72 hours. The Security Forces will then complete DD Form 1131, **Cash Collection Voucher**. The Owner will take voucher to base finance office located in building 11777 and make payment.
- 4.4.2. After payment of fees, the owner must return a copy of the DD Form 1131 to 30 Security Forces Reports and Analysis (30 SFS/S5SR) section in Bldg. 13675 within the next duty/work day.
- 4.4.3. The stray animal facility is not a “holding kennel” for pets of personnel on leave or on temporary duty (TDY). In addition, owners will not leave their pets at the stray animal facility when they no longer want them.
- 4.4.4. If owners in violation are found to be residents of privatized housing 30 Security Forces should notify the Balfour Beatty Community Manager and/or the AF Housing Management Office as well to ensure proper documentation is on file.
- 4.5. Animal Bites. The on-duty Security Forces will immediately investigate all reports of on-base animal bites or scratches. If owner is identified they will be issued a memorandum titled “Notice of Initial Action for Owners of Animals Involved in Bite/Scratch Incident.” If the owner is identified as a current privatized housing resident SFS will notify Balfour Beatty Communities and/or the AF Housing Management office within 5 business days of the incident.
- 4.5.1. The individual’s Primary Care Provider (PCM) or next available doctor will immediately call the Vandenberg Emergency Communication Center whenever an individual is treated for animal bites or scratches and will assist the individual in completing DD Form 2341, **Animal Bite Report - Potential Rabies Exposure**.
- 4.5.2. If a dog or cat is suspected or known to be rabid, immediately contact the veterinarian office to see if the pet is registered on base or has a current rabies immunization.
- 4.5.2.1. If the animal has a current rabies vaccination and bites or scratches an individual, the animal will be quarantined at the owner’s residence or as directed by the base veterinarian until resolution of the incident. For purposes of this action “quarantine” is defined as, “not allowing anyone outside the owner’s immediate family to have contact with the pet. While in your yard (to include a fenced yard) it must be under the owner’s immediate physical control.”
- 4.5.2.2. If the animal is unvaccinated, the base veterinarian will quarantine it for ten days, at the owner’s expense, at an approved civilian facility chosen by the veterinary

office, or as directed by the base veterinarian clinic. If the veterinarian is unable to be reached, the animal will be held in the stray animal facility until the next duty day. When the pet is released, it must be vaccinated against rabies and if the incident has not been resolved the owner must comply with the quarantine instructions in **paragraph 4.5.2.1.**

4.5.2.3. If the owner cannot be located/identified on-duty Security Forces will follow guidance outlined in paragraph 4.3.

4.5.2.4. An owner's refusal to obey a quarantine restriction will result in an automatic forfeiture of base pet privileges. 30 SFS/S5PS will notify the Balfour Beatty Community Manager of this immediately so they can ensure authorization of the pet in the lease agreement is revoked as well.

4.5.3. The attending veterinarian or designated representative normally examines the animal within 24 hours of the incident.

4.5.4. Residents of Privatized Housing should consult with Balfour Beatty Communities to determine actions that must be taken following an animal bite incident. Violations could result in a letter of caution or the privilege of having a pet in housing revoked by Balfour Beatty Communities.

4.6. Removal of Pets from Base.

4.6.1. Privatized Housing: If a pet is involved in a serious incident such as an animal bite or scratch, or three or more violations of this instruction within a three-year period, the 30 MSG/CC may review the incident(s) and may direct the pet to be removed from base. The owner will be notified of the 30 MSG/CC decision of the incident. Residents should consult with Balfour Beatty Communities to determine when the privilege of having a pet in housing can be revoked. The Balfour Beatty Community Manager may opt to take several courses of action (from issuing a letter of caution to revoking pet privileges within housing) if your pet is determined to be a nuisance (i.e. endangers life/health, gives offense to the senses, violates laws of decency, or obstructs reasonable comfortable use of property). Please consult with Balfour Beatty Communities for examples of behaviors considered a nuisance. If revocation of pet privileges for an animal is implemented Balfour Beatty Communities may require proof the animal is no longer living in housing.

4.6.2. Non-Housing Areas: If a pet is involved in a serious incident such as an animal bite or scratch, or three or more violations of this instruction within a three-year period, the 30 MSG/CC will review the incident(s) and may direct the pet to be removed from base. The owner will be notified of the 30 MSG/CC decision of the incident. When the commander orders the pet's removal, the animal must be removed from Air Force property and the owner must present proof the pet has been removed. Proof will be in the form of a kennel receipt and/or letter from the person watching the animal with the owner's commander's endorsement. Proof must be submitted to 30 SFS, Reports and Analysis, 108 Colorado Ave, VAFB CA 93437 within 24 hours of receipt of the removal letter. If the owner feels their pet should not be permanently removed, they may appeal the decision to the 30 SW/CC at the time they sign acknowledging the removal. Failure to do so constitutes a waiver of their right to an appeal.

4.6.3. Some of the violations that may cause a pet's removal are:

4.6.3.1. Owner's failure to control pets.

4.6.3.2. Unsanitary conditions (on or off the owner's premises).

4.6.3.3. Failure to vaccinate pet.

4.6.3.4. Disturbance of the peace.

4.6.3.5. Destruction of property.

4.6.3.6. Animal bites or scratches (may be removed after one incident).

4.6.4. If necessary, and owners are base residents, the Balfour Beatty Community Manager can terminate the owner/residents lease agreement and require them to vacate housing within 30 days per the lease agreement. Balfour Beatty is responsible for generating this notice.

4.7. Security Forces Reports. The Security Forces Squadron completes a Failure to Control Pet memorandum for all incidents that violate this instruction with the exception of animal bites. Animal bite incidents will be reported using AF Form 3545, Incident Report.

4.8. Domestic Pets in Transient or Guest Quarters. Pets in transient or guest quarters are not authorized unless in a designated "pet friendly" TLF.

4.9. Records. 30 SFS/S5SR keeps records of violations and ensures squadron commanders, Balfour Beatty Communities and/or the AF Housing Management Office are informed of applicable violations.

J. CHRISTOPHER MOSS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFDP 31-1, *Integrated Defense*, 28 October 201

AFI 32-6001, *Family Housing Management*, 21 August 2006

AFI 32-6007, *Privatized Housing Management*, 19 September 2012

Prescribed Forms

30 SW Form 313, *Animal Impound*

Adopted Forms

DD Form 2341, *Potential Rabies Exposure*

DD Form 1131, Cash Collection Voucher

AF form 1168, Statement of Suspect/Witness/Complainant

AF form 3545, Incident Report.

Abbreviations and Acronyms

AFB, CA— Air Force Base California

AFMAN— Air Force Manual

MDG—Medical Group

MSG—Mission Support Group

PCM—Primary Care Provider

RDS—Records Disposition Schedule

SBCAS—Santa Barbara County Animal Shelter

SFS—Security Forces Squadron

SW—Space Wing

TDY—Temporary Duty Yonder

VAFB—Vandenberg Air Force Base